

ADMINISTRATIVE - INTERNAL USE ONLY

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DD/S 71-2232

4 JUN 1971

MEMORANDUM FOR: Director of Communications - 32
Director of Finance - 11
Director of Logistics - 31
Director of Medical Services - 4
Director of Personnel - 14
Director of Security - 20
Director of Training - 8
Chief, Support Services Staff - 2

SUBJECT : The Director's State of the Agency Message

1. Although the date and time for the Director's State of the Agency talk have not been fixed, it is possible that this may happen on relatively short notice. In order to reduce possible later time pressures we are forwarding herewith an allocation of tickets. We suggest that the distributees be determined now and distribution timing be made at your discretion.

2. We understand that the Director's text will be of greatest interest to employees with supervisory program or substantive responsibilities. The Director plans to respond to questions from the floor upon completion of his talk.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

ADD/S:RSW/ms (2 June 1971)

Rewritten:

DD/S:JWC:llc (3 June 1971)

Distribution:

O - D/CO - 137 HAND

1 - Ea Additional Addressee BY HAND

1 - DD/S Chrono

1 - DD/S Subject

1 - RSW Chrono

C. J. K. 3

MORI/CDF Page 1 (only)

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DD/S 71-2232

MEMORANDUM FOR: Director of Communications ✓
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

~~Under separate memorandum, we are forwarding
for distribution in your Offices tickets to the Director's State of the Agency
Address for which the date and time is to be fixed. For your guidance in
distributing those tickets, we understand that the material the Director
plans to cover will be of greatest interest to employees with supervisory,
program or substantive responsibilities much more than it will to our
technician and clerical force.~~

John W. Coffey

~~(SAME MEMO TO OFFICE HEADS)~~

~~MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology~~

SUBJECT : The Director's State of the Agency Message

1. Although the date and time for the Director's State of the Agency talk have not been fixed, it is possible that this may happen on relatively short notice. In order to reduce possible later time pressures we are forwarding herewith an allocation of tickets. ~~XXX~~ We suggest that the distributees be determined now and distribution timing be made at your discretion. ^H We understand that the Director's text will be of greatest interest to employees with supervisory program or substantive responsibilities. The Director plans to respond to questions from the floor upon completion of his talk.

John W. Coffey
Deputy Director
for Support

~~cc: EXDIR Compt~~

~~TRANSMITTAL NOTE TO [REDACTED] Herewith are 25 ~~XXX~~ tickets for distribution among the O-DCI and Independent Offices plus a copy of the memorandum we have sent to the other Deputies.~~

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